

**CLASSTITLE: EXECUTIVE ASSISTANT TO THE DIRECTOR
(DEPARTMENT OF ADMINISTRATION)**

Class Code: 02506800

Pay Code: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration, to serve in a responsible capacity to the Director by relieving him of administrative details in connection with planning, coordinating, directing and controlling the department's functions and programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Director with considerable latitude for the exercise of initiative and independent judgement; work assignments are subject to review for results obtained and conformance to departmental policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Supervises and reviews the work of subordinate clerical staff; exercises functional supervision over other staff positions in the Office of the Director; exercises such supervisory authority of the Director in the performance of duties that may be properly assigned and/or designated by the Director.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve in a responsible capacity to the Director by relieving him of administrative details in connection with planning, coordinating, directing and controlling the department's functions and programs.

To interpret policies, directives and memoranda of the Director to departmental personnel; to advise the Director of directives which require follow-up; and to serve as a liaison between the Director, assistant directors and staff assistants in the Office of the Director on administrative matters requiring decisions and/or courses of actions by the Director in carrying out the department's functions and programs.

To contact assistant directors, division chiefs and other department personnel for the purpose of obtaining information and recommendations for the planning of programs and policies and departmental position statements on pending legislation in the General Assembly.

To prepare analyses and reports for the use of the Director in his evaluation of the effectiveness of current programs and policies and/or determining the need for new programs and/or policies.

To confer with department officials for guidance and assistance in the preparation of reports and other data on the application and interpretation of policies, standards and laws.

To keep officials within the department informed of the Director's decisions and recommendations on programs and policies; to contact these officials at frequent intervals to determine the action taken by them relative to such decisions and recommendations; and to make reports thereon to the Director.

To prepare agendas for conferences between the Director and departmental officials; to arrange and/or attend meetings and conferences involving state officials, the public and the Director; and to represent the Director in his absence at such meetings and/or conferences.

To assist and advise the Director in broad areas of departmental policy development, implementation and coordination.

To review all correspondence and department mail of the Director and to distribute or handle such correspondence not requiring his immediate attention; to review and sign all departmental vouchers, appointments and other forms authorized by the Director; and to be responsible for the operational aspects of the Office of the Director involving both routine and high level administrative matters.

In the absence of the Director, to coordinate and direct the work of the Department within the authority and limitations specified by the Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of public administration and the ability to apply such knowledge in relieving a department head of administrative details in connection with planning, coordinating, directing and controlling a state department's functions and programs; the ability to make complex fact finding studies and prepare analyses and reports thereon involving departmental functions, operations, programs and policies for the use of department head in his evaluation of the effectiveness of such functions, operations, programs and policies; the ability to interpret programs, policies, directives and memoranda to departmental personnel and to serve as liaison between the department head and his subordinate staff on all administrative matters requiring decisions and/or courses of action by the department head in carrying out the department's functions and programs; the ability to assist and advise a department head in broad areas of departmental policy development, implementation and coordination; the ability to prepare agendas for various meetings and/or conferences when directed; the ability to review the department head's correspondence not requiring his immediate attention and to supervise the operational aspects of the office of the department head involving both routine and high level administrative matters; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable employment in a position with total responsibility for the planning, coordination and implementation of comprehensive studies and analyses related to effective administration and the making of reports thereon.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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